ADMINISTRATION REGISTRATION AND RE-REGISTRATION FOR A DOCTORATE UNIVERSITY YEAR REGISTRATIONS 2019-2020

from September 2, 2019 to December 20, 2019.

Service des Études Doctorales Bât. 301 - 91405 Orsay cedex
Person in charge: Nathalie Bourdieu

NEWS FOR 2019-2020 : AS FROM SEPTEMBER 2ND, REGISTRATIONS ARE ONLY POSSIBLE BY APPOINTMENT AT THE FOLLOWING ADDRESS: SCOLARITE-DOCTORAT.SCIENCES@U-PSUD.FR

Administrative registration times:
Office 121,
Monday, Tuesday, Wednesday, Thursday 9am-12pm and 1pm-5pm,
on Friday 9am-12pm and 1pm to 4pm.

YOUR CONTACTS AT THE DOCTORAL STUDIES DEPARTMENT:
from A to H: Céline Roussas  Tel: 01.69.15.15.42.83 - E-mail: celine.roussas@u-psud.fr
Public reception: Monday, Tuesday, Wednesday, Thursday 9am-12pm and 1pm-5pm and Friday 9am-12pm and 1pm-4pm

from I to N: Marie Christine MIGNIER  Tel: 01.69.15.15.63.70 - E-mail: marie-christine.mignier@u-psud.fr
Public reception: Monday to Thursday 9am-12pm and 1pm-5pm and Friday 9am-12pm and 1pm-4pm

from O to Z: Thérèse TORO  Tel: 01.69.15.42.84 - e-mail: therese.toro@u-psud.fr
Public reception: Monday, Tuesday, Thursday from 9am to 12pm and from 1pm to 5pm and Friday from 9am to 12pm and 1pm to 4pm

- CVEC contribution: ORE Orientation and Success of Students Act 2018-166 of 8 March 2018 art 12:
In accordance with the provisions of this law, you must pay the CVEC contribution due each year by each student before his administrative registration. Or 91 € to be paid directly on the website messervices.etudiant.gouv.fr

- You are a foreigner and you register for the first time in 2019/2020.
Register directly with the CPAM of your place of residence, otherwise ask for specific health insurance from the student mutual insurance companies LMDE, SMEREP

- Contract PhD students:
You will depend on the general social security system. Amelie.fr

DOCUMENTS TO BE PROVIDED:

- 1st registration:
  • Authorization for ADUM enrolment signed by the doctoral school (original) and validated by it in ADUM.
  • Individual training agreement signed.
  • Signed Doctoral Charter
  • APOGEE Information Sheet
  • Certificate of payment MANDATORY CVEC
  • Certificate of civil liability
  • A photocopy of a Master’s degree or certificate of success
  • Student card 2018/2019: for students enrolled in the French university system
  • 1 recent passport photo (no photocopy).
  • A means of payment (cheque or credit card): the amount of the doctoral registration fee is 380€ except in exceptional cases to be checked with the registration service.
  • Copy of residence permit or visa

NB: your social security situation will be studied in person when you register
- **Re-enrolment in 2nd and 3rd year:**
  Authorization for ADUM enrolment signed by the doctoral school (original) and validated by it in ADUM
  Individual training agreement if amended
  Certificate of payment MANDATORY CVEC
  Student card 2018/2019
  A means of payment (cheque or credit card): the amount of the doctoral registration fee is 380€ except in
  exceptional cases to be checked with the registration service.
  Copy of residence permit or visa

- **Re-enrolment beyond the 3rd year:**
  **Defense before 31/12/2019 :**
  - Authorization for ADUM enrolment signed by the doctoral school (original), validated by it in ADUM
    and derogation request form beyond the 3rd year.
  - Certificate of payment MANDATORY CVEC
  - Student card 2018/2019
  - You are exempt from paying the registration fee

  **Defense after 31/12/2019 :**
  - Authorization for ADUM enrolment signed by the doctoral school (original), validated by it in ADUM
    and derogation request form beyond the 3rd year
  - Certificate of payment MANDATORY CVEC
  - Student card 2018/2019
  - A means of payment (cheque or credit card): the amount of the doctoral registration fee is 380€
    except in exceptional cases to be checked with the registration service.